

# **COLUSA COUNTY CHILDREN AND FAMILIES COMMISSION**

## **Minutes of Public Meeting**

July 9, 2002

The meeting of the Colusa County Children and Families Commission was called to order at 3:05 p.m. in the Morse Conference Room at the Colusa Library, 738 Market Street, Colusa, California. Commissioners Christy Scofield, Barbara Hankins and Dolores Gomez were present constituting a quorum. Commissioners Nolan Gonzales and Nancy Parriott were not present.

Public attending: Susan Rawlins, Jean Ayers, Kathy Davidson, Joy Amaro and Charlette Lauppe.

Items discussed in accordance with the publicly posted agenda were as follows:

1. Approval of June 11, 2002 meeting minutes

Commissioner Scofield moved to approve minutes of the June 11, 2002 meeting with minor changes; motion seconded by Commissioner Hankins. The motion was passed unanimously by voice vote (3/0).

2. Review outstanding invoices and approve payment of expenses

A total of ten invoices were presented for payment and check #7645, in the amount of \$200, from the 44<sup>th</sup> District Agricultural Association for the Colusa County Fair premium awarded for the fair booth.

An invoice and monthly status report was presented by Charlette Lauppe, DBA A to Z Consulting for professional services rendered to the Commission during the month of June 2002. Invoice #00031 for \$6,020.00 professional fees.

Invoice, #00031 for \$1,091.49 was presented by Charlette Lauppe, DBA A to Z Consulting for reimbursement for costs related to Commission business for June 2002.

Invoice in the amount of \$36,390.00 from Center for Health Improvement for School Readiness Phase II plan development and consulting services.

Invoice for job #42680 from Johnson Printing & Design, Inc. for supplies for the Colusa County Fair Booth in the amount of \$9.28.

Invoice in the amount of \$25.00 from; Steffany Ritchie for Invoice #00029, Kay Sharp invoice in the amount of \$17.28 for Invoice #00028; Jan Gomes invoice in the amount of \$64.90 for Invoice #00030. All invoices for Reimbursement of expenses for the "Capitol Field Trip" for the School Readiness Taskforce.

Invoice in the amount of \$1,743.75 from Scholastic Inc.; Invoice in the amount of \$464.29 from Johnson Printing & Design, Inc. for Grant Funding 7-2000-01 for the Colusa County Library Book Buggy Grant Award.

Invoice in the amount of \$17.01 from Davison Drug for invoice #0324087 for Colusa Fair Booth supplies.

Commissioner Hankins moved to approve payment of the ten invoiced expense items as presented including the Book Buggy, invoice from Johnson Printing for job # 42616. and to process the \$200 Colusa County Fair Premium check for deposit to the Commission Fund account; motion seconded by Commissioner Gomez. Motion was passed unanimously by voice vote (3/0).

Ms. Lauppe reported that she is working with TASC to secure consulting services to assist the Commission with development of a Ten Year Financial Plan and related reports. Nancy Olvie has been recommended for the project by TASC and a scope of work is being developed. There will be no cost for this project as the Commission has “courtesy” consulting hours provided through TASC.

Ms. Lauppe presented the scope of work for a second project that will include development of the annual budget and financial reporting. Mike Smith, Social Entrepreneurs, is available for twenty hours to complete the six-week project.

Commissioner Hankins moved to approve the scope of work and budget for payment for the Financial Planning Project with consulting services from Mike Smith, Social Entrepreneurs; seconded by Commissioner Gomez. Motion was passed unanimously by voice vote (3/0).

Ms. Lauppe reported that the \$25,000 received in overpayment for School Readiness Planning and Implementation Funds from the State Commission had been returned by the Colusa County Auditor’s office and confirmed by Peggy Scroggins. Ms. Lauppe added that the remaining \$25,000 School Readiness Planning and Implementation Funding would not be available to the Commission until the 2003/2004 fiscal year.

3. Public comment and unscheduled matters (The Colusa County Children and Families Commission will not be making a determination on items brought up during this portion of the agenda)

Ms. Lauppe announced the following:

Vonnie Madigan, TASC Director, announced that she would be leaving California Center for Health Improvement at the end of June. The Commission signed a card to be sent to Ms. Madigan in appreciation for all her assistance through the TASC for consulting services.

Jean Cho has been assigned as the new ex-officio California State Commissioner.

The State Commission has a new clearinghouse for media items and is available to partner agencies at a reasonable cost.

Children’s Services scheduled three “Empowerment Seminars” for parents. Call 458-0300 for more information.

The State Commission designated \$1,000,000 to fund “SAFE ARMS” a new media outreach campaign regarding newborn abandonment.

Kathy Davidson reported that the CCOE “Stand For Children Day” held in June was a great success with 300 people attending. They hope to make this nationally recognized day an annual county event.

Ms. Lauppe reported that the Capitol Field Trip on June 12, 2002 was a great success and the six participants learned skills to be political advocates. They learned the process for bringing issues to the attention of lawmakers and the calendar year to properly move items forward for change.

4. Second Year Grant Funding FY02/03 Ongoing Multi-year Grants

The Commission asked that the update from Colusa County Library be continued from the June 11, 2002 meeting.

Susan Rawlins, Colusa County Library Director, presented an update for the “Book Buggy” and asked that the Commission consider second year funding for the project. Ms. Rawlins explained that the project had a slow start due to conflicts with contract revisions between the tri-county partnership. The “Book Buggy” served more than 800 children as reported in the 3<sup>rd</sup> Quarter Grantee Report and continued to be very visible in almost every community in the county during the 4<sup>th</sup> quarter ending June 30<sup>th</sup>. Ms. Rawlins request to the Commission

included a roll over of \$20,000 operational budget and \$5,000 Give-away book budget, not used due to the late start of the project, with new funding for the 2002/2003 funding year for a total grant funding of \$26,024.

The Commission thanked Ms. Rawlins for the update and shared how pleased they were with the project.

Jean Ayers, Helping Us Get Started (HUGS) Coordinator, presented an update for the HUGS program and asked the Commission to consider funding the project for the 2002/2003 funding year.

The Commission congratulated Ms. Ayers on the success of HUGS and said that it was an excellent program reaching more families than projected. There was a question regarding indirect cost at 26% contained in the budget request for the second year of the program. The Commission asked Ms. Lauppe to research the expenditure and provide further explanation.

Joy Amaro, Family Start Coordinator with Children's Services, presented an update for the Family Start program and asked the Commission to consider funding the project for the 2002/2003 funding year.

The Commission congratulated Ms. Amaro on the Family Start project and asked for clarification on how the families served were different from the families served by the HUGS program. Ms. Amaro explained that the families served by Family Start do not qualify for any other programs available and that intake workers are familiar with HUGS, Head Start and other programs so that services are not duplicated. Family Start is unique in that it serves those families who do not qualify for other available programs, however, are at risk because they fall just above the poverty level necessary for those programs.

The Commission will continue this item on the August meeting agenda as additional information was requested to assist with funding decisions.

#### 5. Shared Staffing CAPC & School Readiness

Kathy Davidson gave a brief update on the Child Abuse Prevention Council Executive Director hiring process saying that applications had been narrowed to ten through a paper screening and that six applicants were scheduled for interviews on July 12, 2002. The interview panel had been selected and that Ms. Lauppe would be one of four on the panel. Ms. Davidson would contact the top three candidates for further steps and an in-depth background check would be completed on those candidates interested in continuing the application process.

Commissioners expressed concern with diluting the position of a director for the CAPC and School Readiness Program by combining the positions. The Commission reviewed the possibilities of shared or joint staffing again and said that they would consider the proposed plan.

#### 6. AmeriCorp/Vista Program

The Commission asked about the cost of the program to counties. Ms. Lauppe explained that the information she had received showed a \$10,000 administrative cost per volunteer to the county. Details are being given to counties as six pilot counties are just beginning projects in August 2002. The Commission must submit an Intent to Participate by September to be a participant in the 2003 project, however the Commission may choose not to Participate after researching the project. Ms. Lauppe recommends submitting an Intent to Participate while the Commission researches how realistic the project is for Colusa County.

Commissioner Hankins moved to approve the Intent to Participate in the AmeriCorp/Vista Project with California Children and Families Association (CCAFA); motion seconded by Commissioner Gomez. Motion passed unanimously by voice vote (3/0).

#### 7. School Readiness

Ms. Lauppe announced that the School Readiness Initiative application had been approved for funding by the California Children and Families Commission with the stipulation that additional information be submitted before September 1, 2002. Ms. Lauppe is working with Kathy Davidson and Giovanna Stark to develop answers to five questions requested by the review panel.

Ms. Lauppe asked that the Commission consider a new contract through TASC for consulting services for planning and implementing School Readiness as detailed in a Scope of Work for Giovanna Stark.

Commissioner Gomez moved to approve a scope of work to secure consulting services for Giovanna Stark to assist with the next steps for School Readiness; motion seconded by Commissioner Hankins. Motions passed unanimously by voice vote (3/0).

8. State Commission New Branding Name “FIRST 5”

Commissioner Gomez moved to approve incorporating “FIRST 5” into the Colusa County logo; motion seconded by Commissioner Hankins. Motion passed unanimously by voice vote (3/0).

9. Executive Director Report

Ms. Lauppe submitted a written report.

10. Adjournment

The meeting was adjourned at 5:30 p.m.

The next meeting will be held on Tuesday, August 13, 2002 at 3:00 p.m. at the Colusa County Library Morse Conference Room.

Minutes prepared by Charlette Lauppe, Executive Director to the Commission.

Attachment A: 10 Invoices

Attachment B: Report Colusa County Library “Book Buggy”

Attachment C: Report HUGS

Attachment D: Report Family Start

Attachment E: School Readiness Additional Information Request

Attachment F: Letter Regarding AmeriCorp/Vista

Attachment G: Executive Director Report

Attachment H: Mini Grant FY2001/2002 Childcare Provider Evaluation and Assessment

Attachment I: FIRST Five CCAFA Meeting Presentation

Attachment J: Book Buggy Brochure

Attachment K: Email Lynne Roberts Regarding Error Returned

Attachment L: Letter Jane Henderson Regarding Funding For Small Counties

Attachment M: Joint Power Authority Proposed Organization Chart